

**City of Stafford, Texas
2610 South Main
Stafford, TX 77477
281-261-3900**

Position: Economic Development Director
Class Structure: Management
Class: Director
Level: 3
Reports to: Mayor & Stafford Economic Development Corporation Board
Salary Range: Commensurate with Experience
Submit application/resume: Darla Steubing - dsteubing@staffordtx.gov
Posting Date: February 9, 2016
Posting Deadline: Open Until Filled

This position reports to the Board of the SEDC. An individual in this position coordinates the activities of the City's Economic Development Corporation; he or she administers the City's economic development program including prospect development, industry contacts, and negotiation with industry representatives to encourage business development in the City of Stafford.

Key Job Responsibilities

- Fosters new commercial growth by establishing relationships with prospective businesses, investors, property owners and representatives; generates proposals; creates marketing materials; facilitates negotiations for business recruitment;
- Initiates, develops and maintains programs to encourage the retention and expansion of existing businesses and industries within the City;
- Answers questions from prospective business partners on available properties in the City;
- Implements economic development programs from researching state and federal economic development programs; monitors ordinances or legislations; recommends policy or program changes to the Board to increase effectiveness and efficiencies of the City's economic development initiatives;
- Partner with City Council to inform the residents of impending strategies or activities that may impact the City of Stafford community; makes presentations to City Council, private or public partners to encourage local business development;
- Represent the City at events and functions by networking with commercial constituents, including business prospects, brokers, investors, developers, and property owners;
- Researches, develops and distributes economic development data and reports; prepares and maintains updated statistical data on related business & industry;
- May lead negotiations on business partnerships or development agreements for commercial and industrial businesses development in the City, which may include business development incentives; monitors agreements for compliance with state, local and/or federal regulations.
- Serve as a staff liaison with the Greater Fort Bend Economic Development Council;
- Serve as a liaison with new businesses and City Departments;
- Perform any other duties and responsibilities as directed by the Mayor & SEDC board.

Knowledge and Skills

- Knowledge of and ability to use market research methodologies and public relations principles and practices.
- Knowledge of common business, governmental, and real estate terminology and practices, as well as current innovations in business and economic development activities.
- Knowledge of pertinent federal, state and local laws, codes and regulations relating to economic development.
- Knowledge of long range planning techniques.
- Knowledge of word processing, spreadsheet and professional presentation software, such as Word, Excel, and PowerPoint.
- Knowledge of municipal government functions and inter-governmental relations.

- Skills in performing effectively in professional situations and execution of assigned responsibilities.
- Skills in establishing a rapport and eliciting cooperation from co-workers, the business community, and citizens.
- Skills in effective communication both orally and in writing.
- Skills in effective time management and resource utilization.

Minimum Qualifications for Position

- Education: Bachelor's Degree required, preferably in Economics, Business Administration, Marketing or a closely related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such of those listed above.
- Experience: Minimum of 4 years relevant professional experience required
- Must have a valid Texas Driver's License